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**Memorandum of Understanding**  
*between*  
**Virginia Cooperative Extension**  
*(Virginia Polytechnic Institute and State University and Virginia State University)*  
**and County of York, Virginia**

**Introduction**

Established in 1914, Cooperative Extension was designed as a partnership of the U.S. Department of Agriculture, the Land-Grant Universities, and local governments. Today, Virginia Cooperative Extension provides research based educational programs to the people of the Commonwealth through Extension Agents in 107 county and city offices. Local citizens are engaged in helping Extension Agent's design, implement and evaluate educational programs to address the needs of local residents.

**I. Purpose of Memorandum**

The purpose of the memorandum of understanding is to establish a mutual agreement between Virginia Cooperative Extension, (VCE) and the County of York related to Extension's administration, programs, personnel, and financial arrangement.

**II. Administrative Responsibility**

Extension faculty (Unit Coordinator and other agents) in the County of York office will be supervised by the Virginia Cooperative Extension District Director.

A Unit Coordinator for the local office will be appointed by the District Director after consultation with local government. The Unit Coordinator will supervise the support staff in the County of York office, and is responsible for office operations. Also, the Unit Coordinator is responsible for those additional assignments that are mutually agreed to by Virginia Cooperative Extension and the County of York.

### **III. Program Responsibility**

Programs shall be conducted in an office known as Virginia Cooperative Extension, York County Unit.

Programs will be developed in accordance with the Virginia Cooperative Extension process of program development, which involves citizens in the determination, and implementation of programs that will address their needs. Supervision of the total program will be under Virginia Cooperative Extension with the expectation that there be close program coordination and collaboration with local government, and other key agencies and organizations.

Collaboration on educational programs for the Head Start/First Steps program will be coordinated through the Family and Consumer Science Agents and the SCNEP Technician.

To improve program quality VCE has implemented a program delivery process involving agent specialization. This process allows agents to acquire more in depth knowledge and skills in a particular subject matter. The agent is then expected to work across jurisdictional boundaries normally within a planning district, to deliver programs in their field of specialization.

### **IV. Personnel**

There may be two types of employees within a Virginia Cooperative Extension office. These are employees of Virginia Cooperative Extension and employees of the county assigned to Virginia Cooperative Extension.

Virginia Cooperative Extension employees are those payrolled by Virginia Cooperative Extension regardless of the funding source. They may be funded 100 percent by Virginia Cooperative Extension, funded 100 percent by one or more localities, or funded jointly by Virginia Cooperative Extension and one or more localities. These employees will be employed through the procedures prescribed by the Commonwealth of Virginia and the Virginia Tech EEO/Affirmative Action Program.

Local government input will be sought on the selection of Virginia Cooperative Extension personnel and on their annual performance evaluation. The District Director will work with local government to secure this input.

County employees are those payrolled by the locality and assigned to Virginia Cooperative Extension. They will be employed and administered in accordance with the local government's established policy and procedures.

Virginia Cooperative Extension is not liable for actions of county employees and the county is not liable for actions of Virginia Cooperative Extension employees.

Virginia Cooperative Extension agents are faculty of the University and subject to the guidelines of the Faculty Handbook. Virginia Cooperative Extension employees who are members of the State of Virginia Personnel Classification System are subject to system guidelines, including salaries and employee benefits. Wage employees payrolled by Virginia Cooperative Extension are subject to the applicable state and university guidelines.

The title of Extension Agent is reserved for the employees of Virginia Cooperative Extension. No county employee shall assume the title of Extension Agent.

#### **V. Financial Arrangement**

Virginia Cooperative Extension will submit an annual budget request to the county for funds to support the Extension program. The guidelines for the budget are:

##### **Salaries**

Extension Agents, jointly funded by Virginia Cooperative Extension and York County will be paid 33 1/3 % of their salary and the full cost of benefits on the local salary share.

As of October 1998, York County provides 50% of the financial support for a SCNEP Technician. The other 50% is provided by a federal grant. This program is administered through Virginia Tech. The Technician is housed 100% of their time in York County and is supervised by a district staff member.

Salary adjustments for Extension Agents are based on an annual evaluation. The local government will be asked by the District Director to provide input to the Extension Agents' evaluations. The county is responsible for their share of the local portion of the approved salary increase.

Virginia Cooperative Extension will payroll all state employees in the local office and will bill the locality for the locality's portion of salaries and benefits on a quarterly basis. Local governments will not provide salary payments directly to these employees. Any employee payrolled by the county and assigned to the Extension Office will receive 100 percent of their salaries/wages from the county in accordance with the localities' policies.

##### **Employee Benefits**

County of York will reimburse VCE for employee benefit costs on the county's portion of salaries. Virginia Cooperative Extension will pay employee benefit costs on the state portion of salaries. The employee benefit rate will be stipulated in the annual local budget document.

The county is responsible for paying and administering employee benefits according to county policy for county employees assigned to Virginia Cooperative Extension.

### **Staff Support**

Virginia Cooperative Extension agrees to provide specialist assistance from Virginia Tech and Virginia State, one Program Support Technician position, office equipment not furnished by the county, office furniture, publications, travel funds, office supplies, postage, personal computers for state employees, software upgrades, in-service education, and program development support.

Computer Support Services for York County provides Internet connectivity. They provide computer consulting, purchasing and total support of the Unit computers. They eliminate viruses, re-install after crashes and provide total support with an understanding that our staff will not tamper with computer setups.

The computer support services for York County will dialogue with VCE's users support personnel prior to system changes impacting the unit so that VCE's network communication abilities for the York VCE Unit is not damaged or impaired. The Unit Coordinator will serve to facilitate the communication between the two user support groups.

The County of York agrees to provide adequate office space and telephone service for the Extension Office. Also the locality may elect to provide personnel and operating funds in addition to those furnished by Virginia Cooperative Extension which are approved through the annual or other established budget processes.

It is further agreed that VCE will provide all appropriate insurance coverage for their employees and any property, either real or non real which is owned by the Commonwealth of Virginia and used in Extension programming. Likewise, the county will provide all appropriate insurance coverage for their employees and any property, either real or non-real which is owned or controlled by the county and used in Extension programming.

### **VI. Amendment**

This memorandum may be amended upon consent of the parties involved. However, before the memorandum can be terminated by either party, a six-month notice must be given in writing to the appropriate party.

**VII. Signatures**

The following representatives of Virginia Cooperative Extension and the County of York agree to the above.

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James M. Orband                      Date  
Unit Coordinator  
County of York

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James O. McReynolds              Date  
County Administrator  
County of York

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Barbara A. Board                    Date  
District Director  
Northeast District

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Steven H. Umberger                Date  
Director  
Virginia Cooperative Extension

**VIRGINIA COOPERATIVE EXTENSION BUDGET REQUEST**  
**Virginia Polytechnic Institute and State University**  
**Virginia State University**

**BUDGET FY 2004**

Budget Request To: York County

Unit: EX199

Amount requested by Extension from local governing body for the year beginning July 1, 2003 and ending June 30, 2004 .....	\$ 90,570 _____
Amount approved by local governing body for their cost of conducting the Extension program .....	\$ 90,570 _____

**STATE EMPLOYEE SALARIES:**

	Amount Requested	Amount Appropriated
Total State Salary Rates:	\$ _____	\$ _____
State Employee Benefits (26.5% salary rate):	\$ _____	\$ _____
Total State Salary Rates & Employee Benefits:	\$ 75,000	\$ 75,000

**COUNTY/CITY EMPLOYEE SALARIES:**

	Amount Requested	Amount Appropriated
Total County/City Salary Rates:	\$ _____	\$ _____
County/City Employee Benefits:	\$ _____	\$ _____
Total County/City Salary Rates & Employee Benefits:	\$ _____	\$ _____

**OFFICE RENT SECTION:**

	Amount Requested	Amount Appropriated
Rental Value of Non-Leased Space: \$17,849		
Rent of Leased Space:	\$ _____	\$ _____

